

**REQUEST FOR PROPOSALS**

**GUYANA SHORE BASE INCORPORATED**

**DESIGN CONSULTANCY FOR THE DESIGN AND ENGINEERING OF GYSBI  
OPERATIONS CENTER BUILDING.**

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OPERATIONS CENTER BUILDING.**

Guyana Shore Base Incorporated

Plantation “A”, Houston District

East Bank Demerara,

Georgetown,

Guyana.

Telephone #: (592) 227-2381

E-mail: [www.gysbi.gy](http://www.gysbi.gy)

**June 2023**

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## SECTION 1

### LETTER OF INVITATION

#### GUYANA SHORE BASE INCORPORATED - DESIGN CONSULTANCY FOR THE DESIGN AND ENGINEERING OF GYSBI OPERATIONS CENTER BUILDING.

June 30<sup>th</sup>, 2023

Dear Sir / Madam,

#### Re: Request for Proposals for Design Consultancy for the Design and Engineering of GYSBI Operations Center Building.

1. Guyana Shore Base Incorporated is embarking on a project to create additional facilities to support its operations in the fast-growing oil and gas industry.
2. A design consultancy is being launched for a new Operation Center Building at Guyana Shore Base Inc.
3. Given the aforementioned, Guyana Shore Base Inc. now invites proposals to provide the following consulting services: **Design and Engineering of GYSBI Operation Center Building**. More details on the services are provided in the Terms of Reference.
4. This Request for Proposal (RFP) is being advertised on the Centre of Local Business Development Portal and GYSBI Facebook page.
5. A firm will be selected under Quality and Cost Based Selection and procedures described in this simplified RFP.
6. The RFP includes the following documents:
  - Section 1 - Letter of Invitation
  - Section 2 – Modified Standard Contract and Instructions to Consultant:
    - ANNEX A - Terms of Reference
    - ANNEX B – Bid Data Sheet/Technical Criteria
    - ANNEX C – Technical & Financial Proposal - Standard Forms
7. Please inform us at the email address: **tenders@gysbi.com**

Yours sincerely,

-----  
Robert Albiez  
General Manager  
Guyana Shore Base Incorporated

**SECTION 2**

**MODIFIED CONTRACT FOR CONSULTING SERVICES  
LUMP-SUM PAYMENTS  
CONTRACT**

THIS CONTRACT (“Contract”) is entered into this (date) ..... by and between **GUYANA SHORE BASE INC** (“the Client”) a Company incorporated under the Laws of Guyana and whose registered office is situate at **Houston, East Bank Demerara, Guyana,** and ..... (*“the Consultant”*), located at, .....

WHEREAS, the Client wishes to have the Consultant perform the services hereinafter referred to; and

WHEREAS the Consultant is willing to perform these services;

NOW THEREFORE THE PARTIES hereby agree as follows:

**1. Services**

(i) The Consultant shall perform the services specified in Annex A, “Terms of Reference and Scope of Services,” which is made an integral part of this Contract (“the Services”).

(ii) The Consultant shall provide the personnel listed in Annex A, “Consultant’s Personnel,” to perform the Services.

(iii) The Consultant shall submit to the Client the reports in the form and within the time periods specified in Paragraph 4.

**2. Term**

The Consultant shall perform the services commencing **August 2<sup>nd</sup> to October 10<sup>th</sup>, 2023**, or any other period as may be subsequently agreed by the parties in writing. This contract shall represent a period of **ten**

**(10) weeks**, with a possibility of extension of the contract.

**3. Pay**

A. Design Services:

For Design Services rendered pursuant to Annex A - TOR, the Client shall pay the Consultant agreed sum for the design works. This sum is based on the cost breakdown indicated in the TOR and is VAT exclusive.

This amount has been established based on the understanding that it includes all of the Consultant's costs and profits as well as all tax obligations, except VAT, that maybe imposed on the Consultant.

B. *Schedule of Payments*

(i) Design:

**Payments to the consultant shall be made in according to that laid out in Para 8 of Annex A:**

20% of the contract sum as an advance payment, upon delivery of the inception report by the consultant.

40% interim payment upon approval of the draft design; and

The final amounts upon delivery of the final design.

*C. Payment Conditions*

Payment shall be made in Guyana dollars and be subject to the following conditions:

(i) Payments for design services shall be made in three (3) tranches based on deliverables.

(ii) Payments shall be made within seven days of receipt and approval of invoices by Client

(iii) VAT to be included.

**4. Project Administration**

A. Coordinator.

The Client, **GYSBI** will hold the main responsibility of administration of this contract. The Client will be responsible for the coordination of activities under this Contract, for acceptance and approval of the designs and of other deliverables and for receiving and approving invoices for the payment.

B. Reports.

The reports listed herein shall be submitted within the course of the project:

(i) A final design report shall be submitted inclusive of two (2) hard copies and a PDF copy. Additionally, all native files shall be submitted to the Client.

(ii) Matters pertaining to this contract shall be communicated in writing, between parties.

(iii) Other reports reference in the TOR are to be submitted

**5. Retention**

The Client shall retain from each payment a portion of the funds in the sum of 10% of the contract sum pending completion of the assignment and on acceptance of the final report (if required).

**6. Liquidated Damages**

Any delay on the part of the Consultant in completing the assignment/service within the stipulated period will render him liable to pay liquidated damages as follows:

(a) A rate of 0.03 % per week of the bid price

(b) A maximum of 10 % of contract price

Thereafter, the client has the right to cancel the contract and demand all form of damages;

**7. Mobilization Advance**

The Client shall make advance payment to the Consultant in the amount of 20% upon delivery of the preliminary assessment report.

**8. Performance Bond**

The Performance bond shall be 10 % of the Bid Sum upon demand by the Client;

### **9. Defects Liability**

The Client will hold the consultant liable for his/her design for a period of no less than 12 months after completion. The form of compensation to be based on the extent of defects.

### **10. Penalties**

A Penalty for slow performance or non-performance will be imposed in the rate prescribed for liquidated damages. Slow or non-performance will be assessed against the project's approved work programme.

After 10 % of the contract sum is deducted for penalties, the Client has the right to cancel the contract and demand all form of damages;

### **11. Performance Standards**

The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory;

### **12. Confidentiality**

The Consultants shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client;

### **13. Ownership of Material**

Any studies, reports, or other material, graphics, software or otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software

### **14. Consultant Not to be Engaged in Certain Activities**

The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

### **15. Insurance**

The Consultant will be responsible for taking out any appropriate insurance coverage for his staff and equipment.

### **16. Assignment**

The Consultant shall not assign this Contract or sub-contract any portion of it without the Client's prior written consent.

### **17. Law Governing Contract and Language**

The Contract shall be governed by the laws of Guyana and the language of the Contract shall be English.

### **18. Termination of Contract**

The Client or Consultant shall terminate the contract without prejudice with a minimum notice of 7 days prior to the date of termination.

### **19. Dispute Resolution**

An amicable resolution shall be sought for any dispute arising out of or in connection with the Contract. In case where an amicable solution cannot be met, then the conflicting parties shall have an independent arbitrator from the Guyana Association of Professional Engineers (GAPE) to arbitrate on the matter.

The arbitrator's pronouncement shall be binding upon the conflicting parties.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

**FOR THE CLIENT**

**FOR THE CONSULTANT**

Signed by: .....

Signed by: .....

Title: .....

Title: .....

In witness thereof:

(1) .....

(2) .....



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## ANNEX A - TERMS OF REFERENCE

### **Design Consultancy for the Design and Engineering of GYSBI Operation Center Building.**

#### **1.0 Introduction**

- 1.1 The Guyana Shore Base Inc. (GYSBI) continues its infrastructural developmental program across the Houston Area along the East Bank Demerara.
- 1.2 As operations continue to increase in the fast-growing oil and gas industry, so does the need for support operations activities.
- 1.3 Consequently, GYSBI will be providing its main operations with a newly constructed Operation Center that will support the daily operations activities.
- 1.4 The core objective of this consultancy is to develop detailed design and drawings, tender dossier, cost estimation and project timeline for the construction.

#### **2.0 Brief Description of Project**

- 2.1 The name of this project has been identified as the new Operations Center.
- 2.2 It is located within GYSBI Main Shore Base, specifically at the man camp area.
- 2.3 The building will be two number, two-storeyed tower i.e., ground floor plus a first floor.
- 2.4 The footprint of tower #1 is 19.94 m x 21.6m and tower #2 is 19.94 m x 21.6m. Each floor layout is based on functionality.
- 2.5 The estimated ground floor and first floor area is 371 m<sup>2</sup> for each tower. The towers are joined together with an open balcony.
- 2.6 Tower #1 will typically house male and female Operations staff, a medical center, equipment storage areas, recreational space, washrooms and showers.
- 2.7 Tower #2 will typically house a laundry room area for industrial type washer and dryer, canteen/kitchen, dining area and washrooms.

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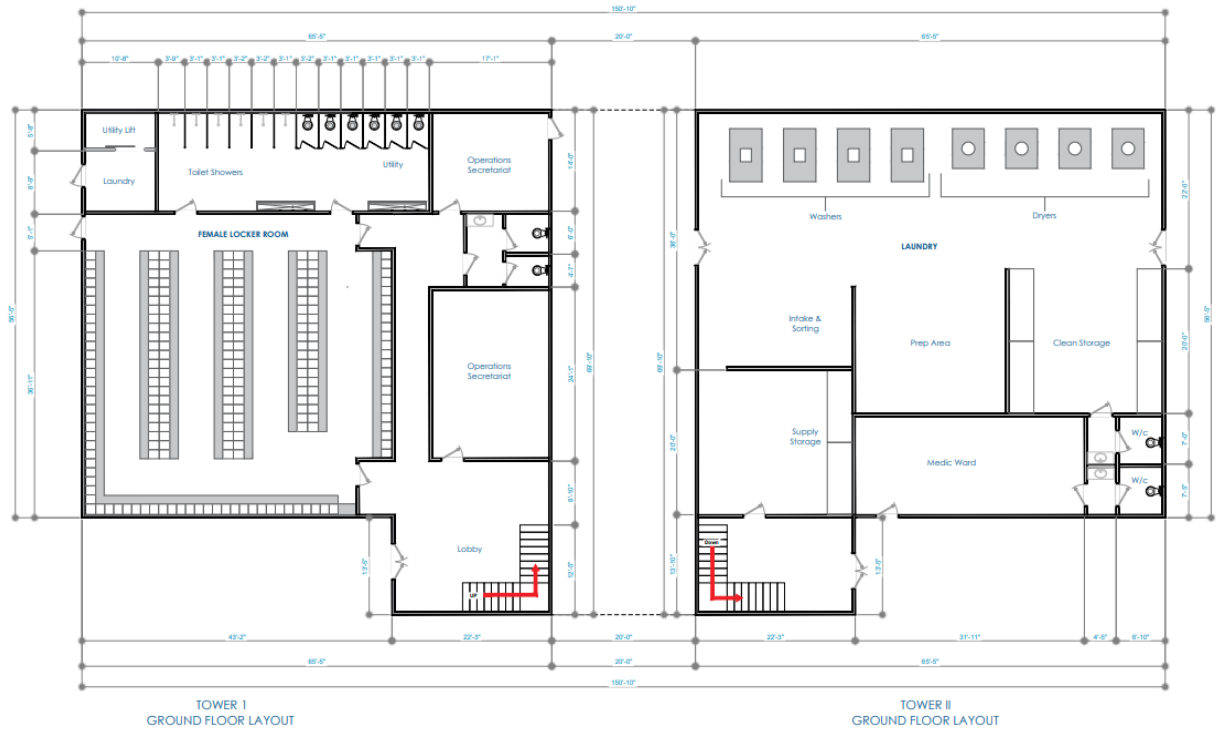
## 2.8 Space allocation

### 2.8.1 Tower #1 - Ground floor

<b>Item</b>	<b>Description</b>	<b>Amount</b>	<b>Comments</b>
1	Female Locker Room	300 persons	With safety lockers
2	Lobby Area	1	
3	Operations Secretariat Area	2	With male and female washroom
4	Female washroom and shower Area	1	Six (6) toilets and six (6) showers
5	Utility lift area	1	
4	Utility control room	1	Electrical and Mechanical

### 2.8.2 Tower #2 - Ground floor

<b>Item</b>	<b>Description</b>	<b>Amount</b>	<b>Comments</b>
1	Laundry Area	1	
2	Medic Ward	1	With male and female washroom
3	Storage Area	1	With male and female washroom
4	Utility control room	1	Electrical and Mechanical



**Figure 1: Proposed Tower 1 & 2 Ground Floor Layout.**

**2.8.3 Tower #1 - First floor**

<b>Item</b>	<b>Description</b>	<b>Amount</b>	<b>Comments</b>
1	Male Locker Room	624 persons	With safety lockers
2	Recreation Area	1	
4	Male washroom and shower Area	1	Eight (8) toilets and Eight (8) showers
5	Utility lift area	1	
4	Utility control room	1	Electrical and Mechanical

2.8.4 Tower #2 – First floor

Item	Description	Amount	Comments
1	Dining/ Multipurpose space area	1	Dining tables and chairs
2	Canteen area	1	
3	Kitchen Area	1	
	Lobby Area	1	
	Washroom area	1	Four (4) toilet and sink
4	Utility control room	1	Electrical and Mechanical

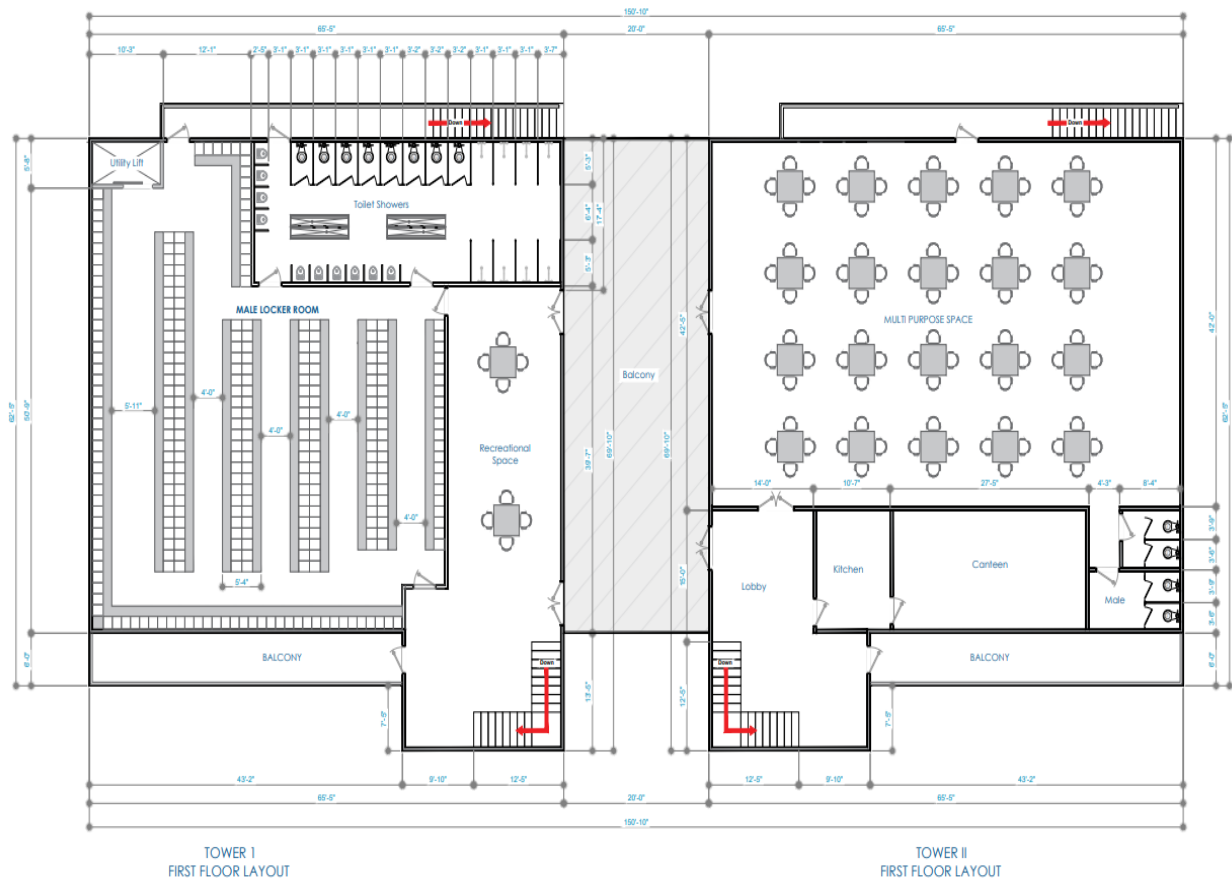


Figure 2: Proposed Tower 1 & 2 First Floor Layout

1.1 The general location of the project site is shown in the image below:

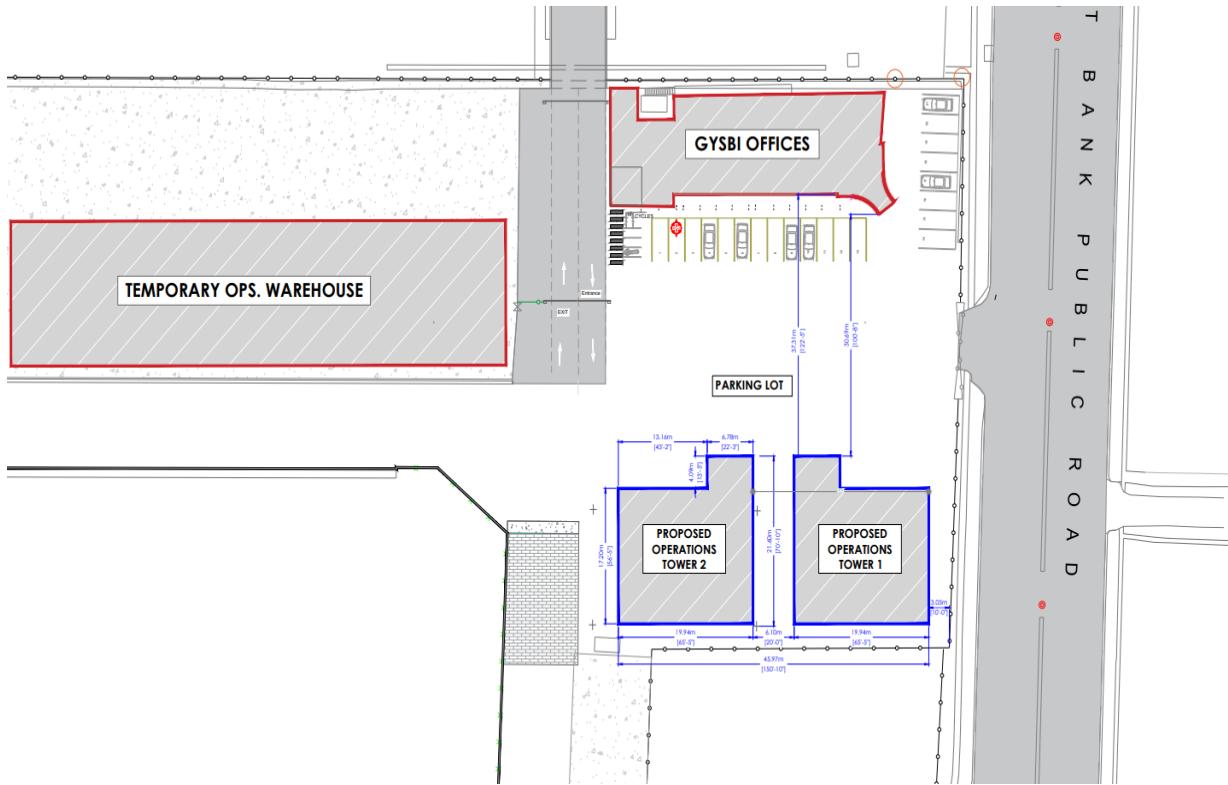


Figure 3: Proposed location for the Operations Center Buildings

### 3.0 Objectives

- 3.1 The objective of this design consultancy is to arrive at a very optimized solution for the floors' area that fully captures and satisfies the requirements of GYSBI.
- 3.2 Further, the successful consultant is expected to produce complete architectural and structural design drawings, mechanical and electrical system design, together with tender dossier documents not limited to bill of quantities, drawings of all designs, technical specifications.
- 3.3 Specific design objectives shall be focused on:
  - 3.3.1 Full foundation design and drawings of the operations tower buildings with all associated computations and reports. Foundation shall be designed to minimize potential settlement.

- 
- 3.3.2 Design of superstructure showing all main elements and details. Computations to be provided to support chosen member sizes.
  - 3.3.3 Architectural design clearly identifying floor areas and descriptions. Attention to be paid to the interior design of the building capturing all workstations layout, landscaping and finishes.
  - 3.3.4 Mechanical, Electrical & Plumbing design showing all wiring, outlets, connections, plumbing facilities and fixtures, HVAC, etc. All Mechanical, Electrical & Plumbing fixtures shall be fit for purpose commercial/industrial grade.
  - 3.3.5 Consultant to visit the site to verify any site conditions related to the scope of work. Additionally, to conduct any test deemed necessary to determine design parameters.
  - 3.3.6 To conduct stakeholder engagement meeting with GYSBI Technical team and representatives to gather inputs and contributions for the final developed design.
  - 3.4 The TOR leaves ample room for the consultant's creativity and innovations in determining the most appropriate approach and methodology to be applied in achieving the above consultancy objectives. This may include architectural style, building materials, energy efficiency goals, sustainability consideration and any specific design guidelines or preferences. In so doing, the consultant is expected to work in close liaison with relevant project engineer/manager, as well as the main end user being GYSBI.

#### **4.0 Scope of Work**

The scope and services to be provided by the consultant includes but not limited to:

##### **4.1 Site Investigation and Survey**

- 4.1.1 The selected consultancy firm should visit the site to familiarize themselves with the existing conditions. A copy of a sketch map of the area will be provided to the consultant.
- 4.1.2 A detailed survey should be done showing all topographic features, capturing nearby drainage that may be required for design.

##### **4.2 Soil Investigation**

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- 4.2.1 All the pre-requisite studies such as site study and investigations, tests, collection of data, etc. should be carried out and incorporated in the structural design before detail design of building structures.
  - 4.2.2 The soil investigation shall furnish necessary information to decide on the type and depth of building foundations, among others.
  - 4.2.3 The location & depth of holes may be decided in close coordination with the project engineer/manager. A minimum of two bore holes are required.

### **4.3 Design of Building/Infrastructure**

- 4.3.1 The building should be properly laid out in location and direction, to support easy access and egress.
- 4.3.2 The design shall provide for adequate site drainage, surface and drains shall be graded to ensure that runoff is diverted away from the building at all points.
- 4.3.3 The layout plans of the infrastructure should capture at minimum the details listed in Section 2 of this document.
- 4.3.4 The detailed and final design should conform to the requirements of the client as gathered through the stakeholder engagement meetings.
- 4.3.5 Potable water distribution for the building should be adequate for drawing water for various usages at any point. Consultant should work with the project engineer/manager regarding sourcing of water supply. By extension, the consultant should prepare schematic layouts for all other services such as electrical, IT, security camera etc. The utilities design shall take into consideration providing safe and sufficient access for future maintenance, repair, and replacement.
- 4.3.6 The electrical supply shall provide accommodation for backup power supply. Lighting design to include emergency lighting in the buildings.
- 4.3.7 The main frame of the structure is anticipated to be steel framed. All beams, columns, bracing, anchor bolts, seat angles, shear connectors should be properly detailed in the drawing. All steel element designs should be completed in accordance with Guyana Standard GCP 9-9: 1999, BS EN1993-1-1:2005 or equivalent. Designs should consider as far as possible, locally available steel elements.

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- 4.3.8 The floor finishes should be tile and resistant to slips. The floor finishes should also be very hard and excellent wear resistance.
  - 4.3.9 Design shall provide adequate appropriate security site lighting and RFID access systems.

#### **4.4 Detail Drawings for Building and other Infrastructure**

- 4.4.1 The drawings should be done in an appropriate style and the scales suitably fixed so that they are easily readable at site or workshop by naked eye. Except for the general views, the drawings should preferably be made to the scale of 1:50 and for showing minute details to 1:20 / 1:10 where necessary.
- 4.4.2 Adequate, number of drawings should be produced to represent all details and views.
- 4.4.3 Detail reinforcement schedule should be part of the drawings as it is represented in the foundation construction.
- 4.4.4 All drawings shall be in ISO A3 format (297x420mm). Descriptive reports shall be prepared in A4 format (210x297mm).
- 4.4.5 Except for similar components, each different component shall have separate drawings in cross section, elevation, and plan
- 4.4.6 For tendering, drawings printed on A3 sizes and available electronically. However, the drawings should be easily readable by naked eye.



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## **4.5 Bill of Quantities**

- 4.5.1 The BoQ should be explicit, covering all items of work. It should be as exhaustive as possible to avoid changes, additions, deletions, and substitutions during execution and therefore the undesired disputes and claims.
- 4.5.2 The detailed technical and material specifications should be a part of the BoQ. One copy of the Technical Specifications shall be submitted to Procurement Office/Project Engineer for its comments & suggestions before making the required number of copies.
- 4.5.3 The quantities should be worked out as accurately as possible to avoid unnecessary variations during the execution of the work.
- 4.5.4 Availability of materials may also be specified for those that are unique in features. As far as possible, the materials should be readily available in Guyana. The materials may be suggested to suit the climatic condition of the building location.
- 4.5.5 The cost estimates should be appropriately worked out to indicate the approximate cost of the entire project. It should be accompanied by analysis of rates where necessary.
- 4.5.6 All forms of taxes – excise duties, sales tax, royalties, etc. applicable in Guyana and abroad when materials are imported, should be incorporated in the cost analysis.

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## 5.0 Key Personnel Requirements

5.1 The consultancy firm shall engage the following key personnel but not limited to and whose CV and experience shall be evaluated, apart from any other support staff to fulfill this Terms of Reference:

- Team Leader/Project Manager
  - Must manage at least 3 projects of similar nature and have 5 or more years of experience on construction project
  - Must have a bachelor's degree in Architecture or Civil Engineering
  - Must be fluent in spoken and written English.
- Architect
  - Must have a bachelor's degree in Architecture from a reputable University
  - Must have at least 5 years' experience in building design works
  - Must be fluent in spoken and written English
- Structural/Civil Engineer – Design Engineer
  - Must have at least Bachelor's Degree in relevant field.
  - Must have at least 5 years of experience in Building works.
  - Must be fluent in spoken & written English.
- Geotechnical Engineer
  - Must have at least Bachelor's Degree in relevant field.
  - Must have at least 5 years of experience in foundation design and engineering
  - Must be fluent in spoken & written English
- Electrical Engineer/MEP Engineer
  - Must have at least Bachelors Degree in Electrical Engineering.
  - Must have at least 5 years of experience in Building Electrical and Plumbing works.
  - Must be fluent in spoken & written English.
- Mechanical Engineer
  - Must have at least Bachelor's Degree in mechanical engineering.
  - Must have at least 5 years of experience in Building Mechanic Works and Equipment.
  - Must be fluent in spoken & written English.

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- Plumber
    - Must be a certified plumber
    - Must have at least 5 years of experience in Building plumbing works.
    - Must be fluent in spoken & written English.

5.2 The consulting firm should submit detailed references of similar works executed earlier (both by the firm and the key personnel), detailed Curriculum Vitae (CV) and qualification & experience certificates and the letter of commitment of the proposed consulting engineers.

## **6.0 Furnished by Company**

6.1 The Consultant would be provided with a copy of the site plan for the purpose of preparation of layout plans, designs, and drawings. For detailed design and layout, the Consultant will have to carry out a detailed survey of the site on its own and shall take full responsibility for the accuracy of the data collected.

6.2 Architectural proposal layout design and Elevations with the client main requirements as shown in the picture below.



**Figure 4: North view of the proposed Operations Buildings.**



**Figure 5: Sky View of the proposed Operations Buildings.**

## **7.0 Deliverables**

7.1 At minimum, the consultant is to furnish the company with the following for review and approval but not limited to:

- Project Inception report
- Draft design report
  - Plan with site development
  - Architectural drawings with details
    - Interior Design Layouts
    - Ceiling Plans
  - Plumbing drawings
  - Drainage and Sanitation Drawings
  - Electrical Drawings
  - IT infrastructure layout
  - Structural Drawings with Details
  - Structural Calculations
  - Other Drawings
  - Mechanical Drawings
- Final design report
  - Revisions to the above as necessary

- Technical Specifications
- Completed Bill of Quantities and Cost Estimates
- MS Project Schedule for Construction Work

## 8.0 Reporting Requirements

**8.1** The Consultant will prepare and submit stage reports to the satisfaction of GYSBI. The content and presentation of reports will be guided by the detailed scope outlined in sub-section 4. The consultant will take into account all comments of the Client on each report submission and accordingly make modifications. Below is more specific guidance on the required reports.

<b>Design and Tender Documentation</b>
<p><b>Inception Report</b> Overview of mobilization, approach, program, checklist, etc for the project</p>
<p><b>Draft Preliminary Design Report</b> A report submission including:</p> <ul style="list-style-type: none"> <li>• Narrative explanatory report, covering works and design report.</li> <li>• Site plan (scale 1:50)</li> <li>• Architectural floor plans, sections, and elevations (scale 1:20/1:10)</li> <li>• Furniture/equipment layout plans (scale 1:20)</li> <li>• Cost estimates</li> </ul>
<p><b>Final Design Report and Tender Documents</b> A report submission including:</p> <ul style="list-style-type: none"> <li>• Narrative explanatory report, covering works and design report.</li> <li>• Site plan (scale 1:50)</li> <li>• Facility block plans (scale 1:20)</li> <li>• Architectural floor plans, sections, and elevations (scale 1:10)</li> <li>• 3-dimensional drawings, including interior designs (perspectives)</li> <li>• Architectural, interior design and external works details (scale 1:10; 1:20; 1:50)</li> <li>• Door, window and finishes schedules (scale: 1:20)</li> <li>• Structural drawings/bending schedules (scale 1:10; 1:20; 1:50)</li> <li>• Services drawings - electrical/mechanical/communication (scale: 1:50)</li> <li>• Equipment layout plans (scale 1:50)</li> <li>• Furniture details (scale 1:20/50)</li> <li>• Technical Specifications and Bills of Quantities (BOQ) for works</li> <li>• Confidential cost estimates for works (based on priced BOQ)</li> </ul>

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## **8.2 Reporting Schedule**

- The Project Inception Report is to be submitted 7 days after the date of Purchase Order.
- The Draft Design Report to be submitted 28 days after date of Purchase Order.
- The Final Design Report to be submitted 70 days after date of Purchase Order
- Overall, this consultancy shall run for 10 weeks.

## **9.0 Other Information**

9.1 It is suggested that the tender dossier prepared by the consultancy firm should be prepared in accordance with Guyana Procurement Laws and taking into consideration Local Content Requirements.

9.2 Bid Documents shall include the following:

- Instructions to Bidders;
- Form of Bid;
- Form of Bid Bond;
- Form of Agreement;
- Form of Performance Bond;
- Form of Payment Bond;
- Bill of Quantities;
- Day Work Schedule;
- General Conditions of Contract
- Special Conditions of Contract;
- Technical and Environmental Specifications (General);
- Drawings.

**ANNEX B – BID DATA SHEET AND SELECTION CRITERIA**

**Instructions to Consultants  
DATA SHEET**

<b>Parag raph Refer ence</b>			
<b>1.1</b>	Name of the Client: <b>GUYANA SHORE BASE INC. (GYSBI)</b> Method of Selection: <b>Quality and Cost Based Selection (QCBS)</b>		
<b>1.2</b>	Price Proposal to be submitted together with Technical Proposal: <b>YES</b> Name of the assignment is: <b>Design Consultancy for the Design and Engineering of GYSBI Operations Center Building.</b>		
<b>1.3</b>	A pre-proposal conference will be held: <b>Yes</b> The Client’s representatives: <b>Engineering Manager - GYSBI</b> Address: <b>Plantation “A”, Houston District, East Bank Demerara, Georgetown, Guyana</b> Telephone: <b>592-679-3779</b> E-mail: <a href="mailto:Bhageshwar.murli@gysbi.com">Bhageshwar.murli@gysbi.com</a>		
<b>1.4</b>	The Client will provide the following inputs and facilities: i. available relevant reports, documents, and data. The Bidding Document and Contract Document for associated Works will be presented at an appropriate time.		
<b>1.6.1 (a)</b>	The Client envisages the need for continuity for downstream work: <b>NO</b>		
<b>1.12</b>	Proposals must remain valid 30 <b><u>days</u></b> after the submission date.		

Parag raph Refer ence			
2.1	<p>Clarifications may be requested <b><u>NOT</u></b> later than <b>3 <u>days</u></b> before the submission date.</p> <p>The address for requesting clarifications is:</p> <ol style="list-style-type: none"> <li>1. <b>Kristen Lowden, Procurement Manager</b></li> <li>2. <b>Bhageshwar Murli, Engineering Manager</b></li> </ol> <p><b>Email Address: tenders@gysbi.com</b></p>		
3.1	Proposals shall be submitted in the following language: <b><u>English</u></b>		
3.3	Shortlisted Consultants may associate with other shortlisted Consultants: <b>NO</b>		
3.4	The format of the Technical Proposal to be submitted is: <b>Full Technical Proposal (FTP)</b>		
3.4	Training is a specific component of this assignment: <b>NO</b>		
3.5	Amounts payable by the Client to the Consultant under the contract to be subject to local taxation: <b>YES</b>		
3.8	Consultant to state local cost in the Client's country currency: <b>YES</b>		
4.3	Consultant must submit the <b>original</b> and <b>One (1)</b> copy of the Technical Proposal, and Price Proposal.		



<b>Paragraph Reference</b>																																																																		
<b>4.5</b>	<p>The Proposal submission address is: <b>The Procurement Manager, GYSBI, Plantation “A”, Houston District, East Bank Demerara, Georgetown, Guyana.</b></p> <p>Proposals must be submitted no later than the following date and time: <b>17:00 hrs on July 21<sup>st</sup>, 2023</b></p>																																																																	
<b>5.2</b>	<p style="text-align: center;"><b>BID EVALUATION CRITERIA</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">BID SELECTION CRITERIA</th> <th style="text-align: center;">Max.</th> </tr> </thead> <tbody> <tr> <td rowspan="5" style="text-align: center; vertical-align: middle;">(i)</td> <td><b>Tenders must show compliance with Local Content Act and proof as a Guyanese registered business.</b></td> <td rowspan="5" style="text-align: center; vertical-align: middle;">5</td> </tr> <tr> <td><b>Business Registration Documents:</b> The company must provide Business Registration or Company Number (As per the Certificate of Business Registration), Date of Registration or Incorporation, Company Tax Identification Number, Business or Company NIS Number, Owners Details (ID Number, TIN, NIS)</td> </tr> <tr> <td>Partnering Businesses or Companies' Details (Owner, TIN, NIS)</td> </tr> <tr> <td><b>UBO:</b> Company must provide Ultimate Beneficial Ownership Chart. 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Paragraph Reference			
	The single currency for price conversion is: <b>GD</b>		
5.7	<p>The formula for determining the price scores is the following:</p> <p><math>P_p = 100 \times P_m / F</math>, in which <math>P_p</math> is the price score, <math>P_m</math> is the lowest price and <math>F</math> the price of the proposal under consideration.</p> <p>The weights given to the Technical and Price Proposals are:</p> <p><math>T = 0.7</math> and</p> <p><math>P = 0.3</math></p>		
6.1	Expected date and address for contract negotiations: July 31 <sup>st</sup> , 2023, in Guyana.		
7.2	Expected date for commencement of consulting services: August 2 <sup>nd</sup> , 2023		

## **ANNEX C. Technical & Financial Proposal - Standard Forms**

*[Comments in brackets [ ] provide guidance to the shortlisted Consultants for the preparation of their Technical Proposals; they should not appear on the Technical Proposals to be submitted.]*

TECH-1	Technical Proposal Submission Form
TECH-2	Consultant's Organization and Experience A Consultant's Organization B Consultant's Experience
TECH-3	Comments or Suggestions on the Terms of Reference
TECH-4	Description of the Approach, Methodology and Work Plan for Performing the Assignment
TECH-5	Team Composition and Task Assignments
TECH-6	Curriculum Vitae (CV) for Proposed Professional Staff
PR - 1	Price Proposal Form

**FORM TECH-1 TECHNICAL PROPOSAL SUBMISSION FORM**

[*Location, Date*]

To: [*Name and address of Client*]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [*Insert title of assignment*] in accordance with your Request for Proposal dated [*Insert Date*] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Price Proposal in a **sealed envelope**.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in Paragraph Reference 1.12 of the Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in Paragraph Reference 7.2 of the Data Sheet.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

Address:

## **Form TECH-2 Consultant's Organization and Experience**

### **A - Consultant's Organization**

*[Provide here a brief (two pages) description of the background and organization of your firm/entity and each associate for this assignment.]*

## B - Consultant's Experience

*[Using the format below, provide information on each assignment for which your firm, and each associate (JVCA) for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment.]*

Assignment name:	Approx. value of the contract (in current US\$ or Euro):
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total N <sup>o</sup> of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current G\$ ):
Start date (month/year): Completion date (month/year):	N <sup>o</sup> of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

**FORM TECH-3 COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE AND ON  
COUNTERPART STAFF AND FACILITIES TO BE PROVIDED BY THE CLIENT**

**A - On the Terms of Reference**

*[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]*

**FORM TECH-4      DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR  
PERFORMING THE ASSIGNMENT**

(For small or very simple assignments the Client should omit the following text in Italic)

*[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:*

*Technical Approach and Methodology,  
Work Plan, and  
Organization and Staffing.*

*a) Technical Approach and Methodology. In this section you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.*

*b) Work Plan. In this section you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form TECH-8.*

*c) Organization and Staffing. In this section you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.]*



**FORM TECH-5 TEAM COMPOSITION AND TASK ASSIGNMENTS**

Professional Staff				
Name of Staff	Firm	Area of Expertise	Position Assigned	Task Assigned

**FORM TECH-6 CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF**

**1. Proposed Position** [*only one candidate shall be nominated for each position*]: \_\_\_\_\_

**2. Name of Firm** [*Insert name of firm proposing the staff*]: \_\_\_\_\_  
\_\_\_\_\_

**3. Name of Staff** [*Insert full name*]: \_\_\_\_\_

**4. Education** [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]: \_\_\_\_\_  
\_\_\_\_\_

**5. Membership of Professional Associations:** \_\_\_\_\_  
\_\_\_\_\_

**6. Other Training** [*Indicate significant training since degrees under 5 - Education were obtained*]: \_\_\_\_\_  
\_\_\_\_\_

**7. Countries of Work Experience:** [*List countries where staff has worked in the last ten years*]:  
\_\_\_\_\_  
\_\_\_\_\_

**8. Employment Record** [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

From [Year]: \_\_\_\_\_ To [Year]: \_\_\_\_\_

Employer: \_\_\_\_\_

Positions held: \_\_\_\_\_

<p><b>9. Detailed Tasks Assigned</b></p> <p><i>[List all tasks to be performed under this assignment]</i></p>	<p><b>10. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</b></p> <p><i>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 9.]</i></p> <p>Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>Client: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p>
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**11. Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Signature of staff member or authorized representative of the staff] Day/Month/Year*

Full name of authorized representative: \_\_\_\_\_

## **PRICE - 1. Price Proposal - Standard Forms**

*[Comments in brackets [ ] provide guidance to the shortlisted Consultants for the preparation of their Price Proposals; they should not appear on the Price Proposals to be submitted.]*

Price Proposal Standard Forms shall be used for the preparation of the Price Proposal. Such Forms are to be used whichever is the selection method indicated in para. 5 of the Letter of Invitation.

PR-1 Price Proposal Submission Form

**FORM PR-1 PRICE PROPOSAL SUBMISSION FORM**

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Price Proposal is for the sum of [Insert amount(s) in words and figures<sup>1</sup>]. This amount is exclusive of the local taxes, which shall be identified during negotiations and shall be added to the above amount.

Our Price Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Paragraph Reference 1.12 of the Data Sheet.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_